

 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 208.06	Page 1 of 2
	Effective Date: September 15, 2008	
	Distribution: A	
	Supersedes: 208.06 (8/1/05)	
Approved by: George M. Little		
Subject: MONEY FOUND ON INMATES AND/OR INSTITUTION		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, and TCA 4-6-146.
- II. PURPOSE: To establish procedures for the disposition of money found on inmates, in mail, or on institutional property.
- III. APPLICATION: To all Wardens, Deputy Wardens, Associate Wardens of Operations, Fiscal Officers, inmates, Tennessee Rehabilitative Initiative in Corrections (TRICOR) employees, and privately managed institutions.
- IV. DEFINITIONS: None.
- V. POLICY: Any unauthorized money found in the possession of an inmate who resides at an institution or facility of the Tennessee Department of Correction (TDOC) shall be confiscated and/or held for disposition.
- VI. PROCEDURES:
 - A. When the amount of money found in the possession of an inmate exceeds the amount authorized, an appropriate disciplinary report shall be issued and the money in excess of the authorized limit shall be confiscated. (See Policy #502.05) A pre-numbered written receipt shall be provided to the inmate at the time the money is taken. The money shall be safeguarded until disposition.
 - B. Upon determination by the disciplinary board that an inmate did possess unauthorized money, the money shall be turned over to the fiscal officer or designee, who shall write a pre-numbered receipt and immediately deposit the funds. The Certification of Deposit shall be coded with transaction code 025, fund 11, allotment 329.01, cost center 63, and source code 880. The Certification of Deposit will be forwarded to Central Office Fiscal Services Section for processing.
 - C. If the inmate is found not guilty, the money will be deposited into the inmate's trust fund account.
 - D. Any money found obviously hidden in incoming mail or on institutional/agency property shall be turned over to the fiscal officer or designee, who shall:
 1. Write a pre-numbered receipt, as received from applicable officer, for confiscated monies or monies found on property.
 2. Prepare a deposit slip utilizing fund 11, transaction code 079, revenue source code 407 and deposit immediately to the General Fund.

Effective Date: September 15, 2008	Index # 208.06	Page 2 of 2
Subject: MONEY FOUND ON INAMTES AND/OR INSTITUTION		

VII. ACA STANDARDS: 4-4027, 4-4031, and 4-4494.

VIII. EXPIRATION DATE: September 15, 2011.